

Teacher Recommendations

- Allow at least 3-4 weeks for teachers to complete their recommendation portion of your application!
- Students “invite” their teachers to upload and send letters of recommendation in two steps:
 1. Provide teachers with a copy of your “TEACHER RECOMMENDATION INFORMATION FORM” and include on the form the deadline date of your first application that requires their letter of recommendation.
 2. Make sure your college has been added to the “Colleges I’m Applying To” tab. Click on the [Recommendation](#) tab immediately below.
 3. **IMPORTANT: ASSIGN YOUR TEACHERS TO SPECIFIC SCHOOLS, NOT “All Applications”**
 - It is your responsibility to research which schools require a letter of recommendation on their website.
 - If they do not ask for a letter of recommendation, they do not use it in the admissions process. DO NOT ASK YOUR TEACHER FOR ONE IF THIS IS THE CASE!

Adding Teacher Recommendation Requests on Naviance

Cancel Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher ▼

2. Select which colleges this request is for:*

Choose **specific** colleges from your *Colleges I'm Applying To* list

	Colleges ^	Due ^
<input type="checkbox"/>	Georgia Institute of Technology (Georgia Tech) -- required / 1 allowed / 0 requested	Jan 01 2018
<input type="checkbox"/>	Kennesaw State University -- required / -- allowed / 0 requested	Mar 01 2018
<input type="checkbox"/>	University of Georgia -- required / -- allowed / 0 requested	Jan 01 2018

All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

Tracking Teacher Recommendations

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
All Applications ⓘ	See applications	Christopher Williams	Cancelled	✕
Mercer University 1 required/ 2 allowed/ 1 requested		Christopher Williams	Requested	✕
University of Georgia -- required/ -- allowed/ 1 requested	Jan 01 2021	Christopher Williams	Requested	✕

Add Request